

ANNEX DDDD

FOOD SERVICES

A. PURPOSE

An essential part of disaster relief activities is providing food to disaster victims and workers. Two sections of Public law 93-288 deal with meeting this requirement. Section 409 authorizes the President to distribute food stamps to disaster victims; Section 410 directs the President to assure that adequate stocks of food will be ready and conveniently available for emergency mass feeding or distribution in any area of the United States which suffers a major disaster or emergency. The West Virginia Department of Health and Human Resources, Office of Family Support, administers both programs. This annex describes policies, responsibilities and procedures for implementing Sections 409 and 410.

PART I. FOOD STAMPS AND DISTRIBUTION

B. CONCEPT OF OPERATIONS

1. On request from the State, the United States Department of Agriculture (USDA) may grant authority to implement a temporary emergency food stamps program if the on-going program cannot respond to food needs created by the disaster.
2. Emergency food stamps may be made available to any household which meets all of the following criteria:
 - a. The household resides either temporarily or permanently within the geographical limits of the disaster area.
 - b. The household will purchase food and prepare meals during the benefit period.
 - c. The household meets the emergency assistance eligibility criteria due to reduction in or the inaccessibility of income or cash resources as a result of the disaster, or due to disaster-related expenses.
 - d. If the applicant's household does not meet all of these eligibility requirements, eligibility for participation in the program is determined in accordance with on-going program requirements.
3. If the emergency food stamps program has not been approved by the Department of Agriculture, Food and Nutrition Service, normal certification procedures must be utilized.
4. If the emergency food stamps program has been approved, the eligibility requirements will generally be the same as those used in the on-going program. However, simplified methods are utilized.

5. Heads of existing (prior to disaster) households affected by a disaster/emergency situation apply for emergency food stamps at the local WV DHHR office or at a Disaster Recovery Center.
6. A special short application form and special emergency food stamps eligibility criteria will be used to make the decision as to the eligibility of the household.
7. In disaster situations the identity and residence of the applicant in the affected area must be verified; this may be made through personal papers or by appropriate referral from a disaster relief agency serving the area, e.g., American Red Cross or Salvation Army.
8. The emergency food stamps allotment is determined by the size of the household and will be a monthly allotment or a semi-monthly allotment depending on the disaster benefit period as established by the USDA.
9. A household which has participated in the on-going food stamps program during the month in which the disaster occurred may apply for emergency food stamps but the value of stamps already received may be deducted from the emergency stamps unless the household:
 - a. Has lost previously purchased stamps; or
 - b. Has lost stocks of food acquired through food stamps.
10. Because of interruptions in mail deliveries and other transportation problems, manual issuance may be impractical and other issuing arrangements may be required.

C. TASK ASSIGNMENTS

State DHHR

1. Prepare and submit the request to Emergency Food Stamps Program to the Regional Office of the Food and Nutrition Service, United States Department of Agriculture.
2. Coordinate the delivery of equipment and supplies, including forms, needed for the "Mass Application Procedure" to the appropriate local sites.
3. Determine whether the "task force approach" should be utilized, the number of task force members needed and make personnel assignments.
4. Request that other disaster relief agencies provide potentially eligible households with information about emergency or on-going food stamps assistance.
5. On both the local and state levels, the DHHR makes contact with disaster relief agencies serving the affected area to establish appropriate referral systems. These

agencies include, but are not limited to, the Office of Emergency Services, American Red Cross and Salvation Army.

PART II. DONATED FOODS PROGRAM

D. CONCEPT OF OPERATIONS

1. The West Virginia DHHR, Donated Food Program, operates a warehouse from which donated foods can be distributed in a declared disaster situation.
2. Donated foods can be used at mass feeding centers, and can be distributed for home use under certain circumstances.
3. Disaster Relief Agencies engaged in mass feeding operations contact the Director, Donated Foods Program, to request donated foods for use in these operations.
4. The Director of the Donated Foods Program issues instructions for the distribution of the donated foods.
5. If a Field Emergency Operations Center is established, food orders are coordinated through it.
6. The DHHR or a designated sub agency (e.g., American Red Cross, National Guard) transports donated foods from the warehouse to mass feed centers.
7. Immediately following the closing of mass feeding operations all unused donated food items must be returned to the warehouse from which they originated.
8. No reimbursement is required for any USDA foodstuffs used.
9. The Mountaineer Food Bank in Gassaway also has donated food services available and may have them delivered either to a shelter or a home.

E. TASK ASSIGNMENTS

State

1. The DHHR, Donated Foods Program, makes available its foodstuffs to recognized disaster relief agencies operating mass feeding centers.
2. The DHHR or a designated sub agency transports food from the warehouse to feeding centers.
3. The DHHR, Donated Foods Program, submits to the U.S. Department of Agriculture a complete report on the feeding programs supported by the Donated Foods Program.

F. COORDINATION AND REPORTING

1. Orders for foodstuffs from different feeding stations will be coordinated either through an ad hoc arrangement among themselves, or if a Field EOC is established, through that organization.
2. Each disaster relief agency using foods from the Donated Foods Program will submit to the Donated Foods Program, a report containing the following information:
 - a. The name and address of the Disaster Relief Agency;
 - b. The date the disaster occurred;
 - c. The area affected;
 - d. Dates feeding operation began and ended;
 - e. The number of days involved;
 - f. Number of persons served; and
 - g. Total number of meals served.
3. The Donated Foods Program submits a report to USDA based on the reports by each disaster relief agency.

G. AUTHORITIES AND REFERENCES

1. West Virginia DHHR, Income Maintenance Manual and Donated Foods Program Manual
2. PL 39-288, as Amended, Section 409 “Food Stamps and Distribution”
3. PL 93-288, as Amended, Section 410 “Food Commodities”
4. Code of Federal Regulations, Title 44, Part 205.49
5. American Red Cross Disaster Services Program (ARC Series 3000)